Department User Manual

Last Updated: April 27, 2011

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Understanding the SharePoint Interface

Logging In/Authentication -

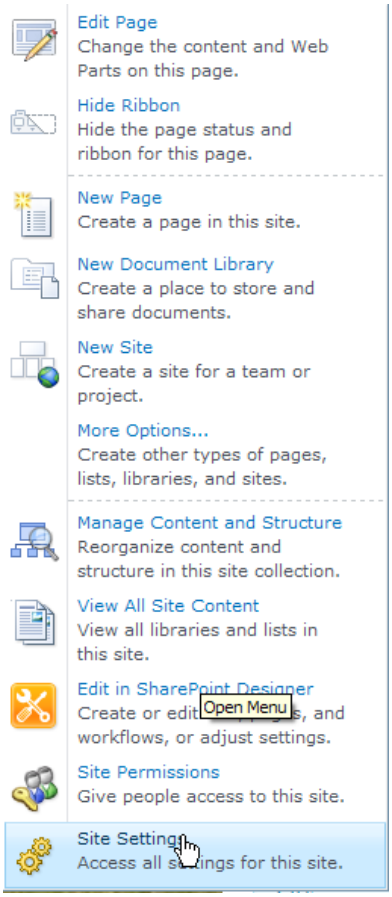
When accessing a SharePoint with Internet Explorer, you are automatically logged in. Since we are dealing with a public facing site, we have removed the ability to sign in from the browser. In order to authenticate to vbgov and make changes to your site, please use the sign in link in the footer of the page. Using this link will handle all the logging in processes and allow you to use the vbgov SharePoint site.

You will notice you are logged in when you see the blue ribbon below with your name on the right-hand site.

Site Actions

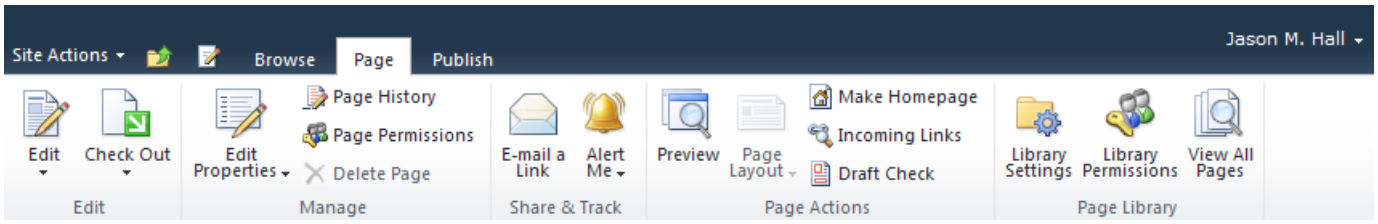
Something that you will use quite often is the Site Actions tab/drop down. The site actions tab allows you to edit pages, create sites, view all site content, manage content and structure, etc.

Site Action options will depend on your level of permissions. Some users will not see some options. If you are a site owner, you will see more options than a site member.

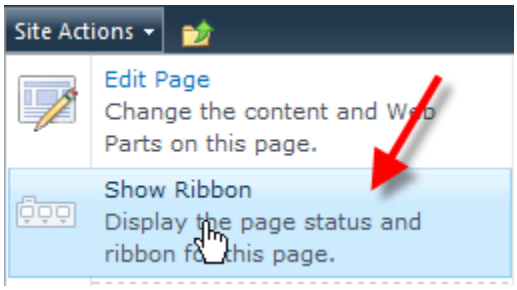

Edit Page
Change the content and Web Parts on this page.
Hide Ribbon
Hide the page status and ribbon for this page.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
More Options...
Create other types of pages, lists, libraries, and sites.
Manage Content and Structure
Reorganize content and structure in this site collection.
View All Site Content
View all libraries and lists in this site.
Edit in SharePoint Designer
Open Menu
workflows, or adjust settings.
Site Permissions
Give people access to this site.
Site Settings

Ribbon

The ribbon is a new command interface that brings many SharePoint controls out from hiding and onto the page where they can do the most good. Similar to the UI in products like Office 2010, in SharePoint 2010, the ribbon is a toolbar that appears across the top of each page and displays many of the most commonly used tools, controls, and commands.



Since VBgov is an anonymous site (open to citizens) we are hiding the ribbon unless you are logged in to the site. If for any reason your ribbon is not showing, use the Site Action → Show Ribbon option to display it.


Site Actions
Edit Page
Change the content and Web Parts on this page.
Show Ribbon
Display the page status and ribbon for this page.

Permissions

Similar to Vignette SharePoint permissions will be handled through Active Directory. Each department and/or function will have two main AD group to begin (Owners and Members). Users will be added and removed from these groups upon requests from the **Primary Pagemaster**. SharePoint allows users to manage permissions outside of AD groups as well. An example of this is giving permissions to someone outside your department to view of modify a document.

Permissions are very important and extremely difficult to manage. If you try to manage permissions outside of the AD groups created for you, please understand that you could potentially give access to areas that you want kept read only.

Accessing VBgov.com in SharePoint

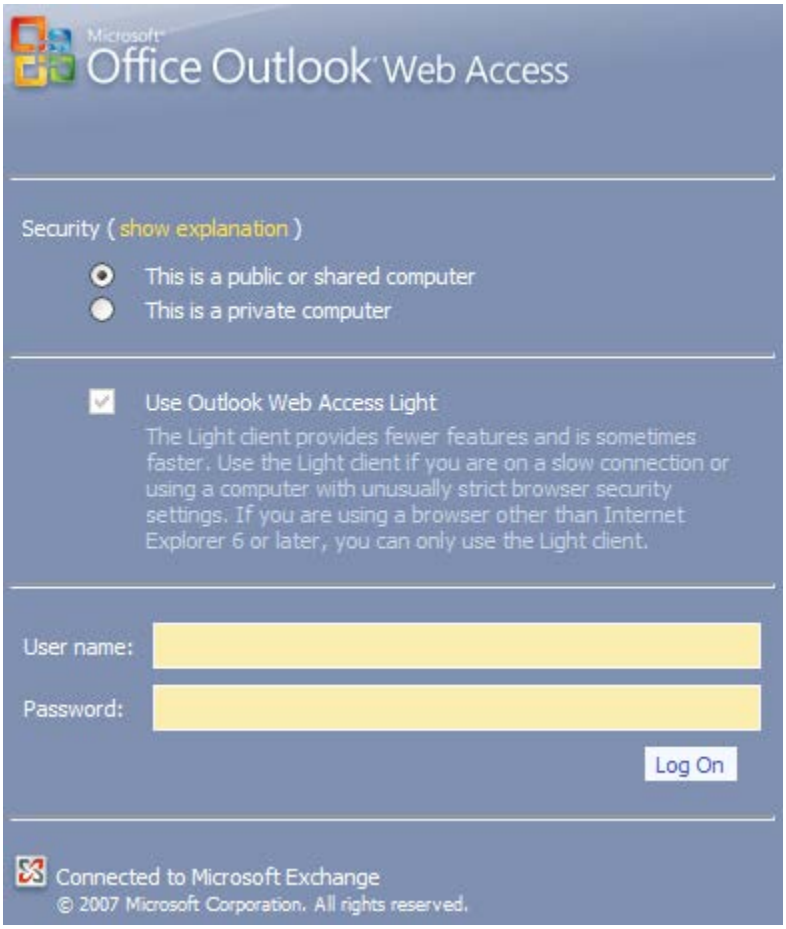
URLS to remember and bookmark

Login& Content Entry

In order to edit content, you need to be authenticated to the SharePoint site. For that to occur, you need to be logged in. Use the sign in link in the footer to login.

VBgov Content Entry from Outside the City - https://vbgovpublish.vbgov.com

You will have the ability to edit content from any computer outside the city's network. Use the link above to access the VBgov.com SharePoint site. **This link will be available once the new VBgov.com site goes live.** You will be presented with a login screen that looks like similar to the Outlook Web Access login:


Microsoft
Office Outlook Web Access
Security (show explanation)
This is a public or shared computer
This is a private computer
Use Outlook Web Access Light
The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.
User name:
Password:
Log On
Connected to Microsoft Exchange
© 2007 Microsoft Corporation. All rights reserved.

Use your regular AD username and password and press the login button. You will be redirected to the VBgov publishing site and can edit content as if you were sitting in front of your computer at work.

Department Functionality

Dos and Don'ts

There are just some things you can and cannot do within the new site. You will have access to do a lot of stuff, but we are asking nicely that you do not do the following things below. We will be monitoring your department sites and this list will continue to grow.

You cannot and should not mess with SharePoint permissions unless you absolutely understand what is happening. If not handle correctly, you could open your site up to users that shouldn't have access. Permissions are maintained through Active Directory.
You cannot place more than one topics web part or headlines web part on the same page. One headline and one topic web part per page please.

Princess Anne Community Recreation Center is an 82,000 square foot multi-faceted recreational space, located adjacent to Strawbridge Elementary School. To participate in most activities you will need a valid Membership Card or a visitor pass. Lorem ipsum dolor sit amet, consectetur adipiscing felis eu tortor ullamcorper cursus. Sed lectus felis, consectetur quis hendrerit et, euismod et metus. Nunc ullamcorper, lorem nec

dapibus rhoncus, risus lectus egestas massa, sit amet gravida sapien sem a arcu. Mauris sit amet lectus viverra tortor semper semper. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla in tortor eu arcu euismod pharetra. Donec quis turpis et turpis semper hendrerit et non nisi. Fusce ac lorem lorem, tempor fringilla urna. Vivamus ut risus dui. Integer et iaculis ligula. Fusce vel diam in orci hendrerit sagittis. Maecenas varius semper libero ut sodales. Phasellus in ornare urna. Donec iaculis magna eget neque mattis quis suscipit nisl sollicitudin.

You cannot cut and paste verbaige from word and keep the style. You must use the remove style button to clear all formatting associated to the text you add. The image show what not to do. Our default font for all body content is **Lucida Sans.** Nothing else!

City Treasurer

Welcome!

The Treasurer is the custodian of all public monies of the City, and the primary purpose of the division is to maximize the collection of revenues on behalf of the City in a timely and efficient manner. He is also responsible to maximize return for all public funds invested by this office. The overall functions of the office are, to a great extent, mandated by State and local legislation and the ability to carry out these mandates is limited by the availability of manpower and equipment. In short, it is the mission of the Office of the Treasurer to ensure economic vitality by the collection of revenue for the City of Virginia Beach and to support the mission of all other City Departments.

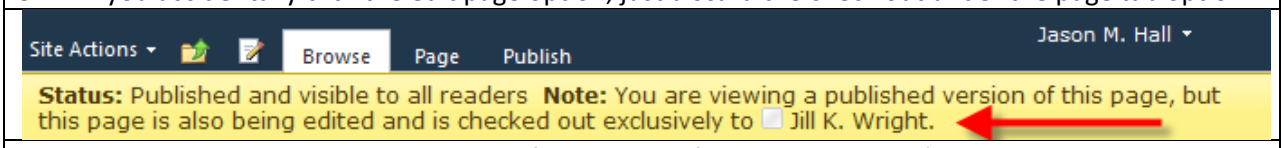
The legal authority for the Treasurer's duties and responsibilities is governed by the Constitution of Virginia, the Code of Virginia, Local Ordinances and charter provisions, case law, court decisions and opinions of the Attorney General.

The Treasurer is elected every four years and serves you in this capacity at your will.

John T. Atkinson, Treasurer

You cannot place left page web parts on the right side of the page. **You cannot** place right page web parts on the left side of the page. **You cannot** place center page web parts on either the right or left hand side of the page.

Please do not click the edit page option on pages that are not under your department site. You should not be editing pages in the forms cetner, news center, events center, etc. **JUST YOUR DEPARTMENT SITE.** If you accidentally click the edit page option, just discard the check out under the page tab option.


Site Actions
Browse
Page
Publish
Jason M. Hall
Status: Published and visible to all readers Note: You are viewing a published version of this page, but this page is also being edited and is checked out exclusively to Jill K. Wright.

You can have multiple page touts on the left hand side of the page. Just don't make them the same image.

Required Content First

Web pages, Events, and News Releases require specific information at the time you create them. Web Page properties require that you have contact information. Events require that you have contact information, and a location. News Releases require you to have contact information.

Adding Contacts and Locations

To add contacts and locations you will need to navigate to the NO NO site that we discussed in our training. The URL for the NO NO site is: http://vbgovprod/_layouts/viewlsts.aspx. Simply click on the Content Contact or Locations list to add new items. Please make sure and verify that you are not duplicating content.

1. Use the **NO NO site URL**.
2. Click on the Content Contact or Locations list
3. Click the New Item button under the Items tab in the ribbon.
4. Enter all the necessary information and press save.

Calendar Categories and Audiences

Calendar Categories and Audiences can be added in the News Center area. Simply navigate to the news center and View All Site Content. Click on either the Categories or Audiences list to add new items. Please make sure and verify that you are not duplicating content.

1. Navigate to the Events Center
2. Click on the Categories or Audiences list
3. Click the New Item button under the Items tab in the ribbon.
4. Enter all the necessary information and press save.

Accessing Your Department Site

http://vbgovprod/Government/departments/Pages/default.aspx

All department sites will live in the Government global site under a sub site called departments. Department sites will be accessible from the global navigation, home page topics, as well as header or footer links.

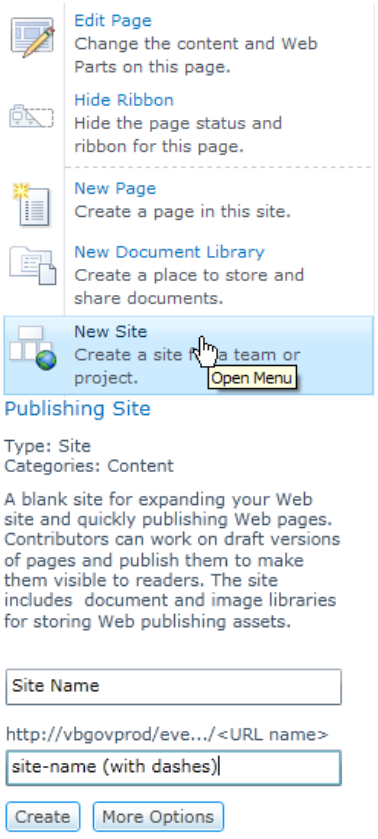
You will only be able to access your department site. If you feel you need access to other department sites, please contact that page master and have them put in a request for access for you.

We recommend that you book mark your department site.

Creating Sub Sites (Properties)

Most of the departments represented on VBgov will have sub sites. Sub sites will make up the navigation structure the department sites. To create sub sites under your department site, follow the steps below.

1. Click Site Actions →New Site

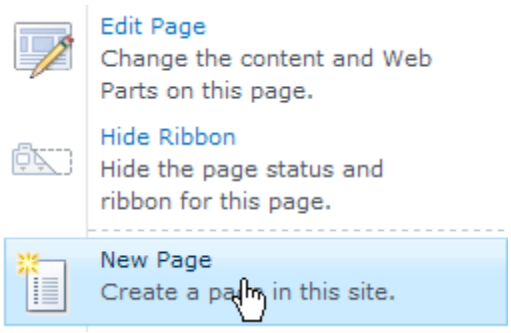

Edit Page
Change the content and Web Parts on this page.
Hide Ribbon
Hide the page status and ribbon for this page.
New Page
Create a page in this site.
New Document Library
Create a place to store and share documents.
New Site
Create a site for a team or project.
Open Menu
Publishing Site
Type: Site
Categories: Content
A blank site for expanding your Web site and quickly publishing Web pages. Contributors can work on draft versions of pages and publish them to make them visible to readers. The site includes document and image libraries for storing Web publishing assets.
Site Name
http://vbgovprod/eve.../<URL name>
site-name (with dashes)
Create
More Options

2. Enter the Site Name (**spaces allowed**) and Site URL (**no spaces use dashes**)
3. Press the create button. Once the site has been created you will be sent to the home page for that site. The URL will look something like this: http://vbgovprod/government/departments/dept/Pages/default.aspx
4. Default.aspx will always be the filename for main site pages.
5. **To create another sub site for your department, please make sure you navigate back to the department root site first.**

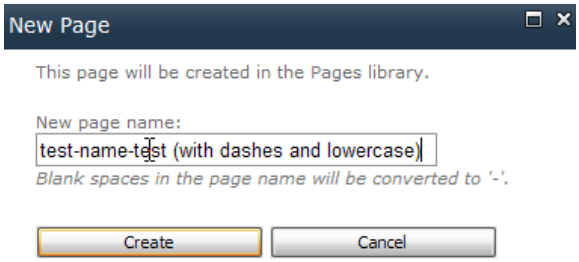
Creating Web Pages

Sites and sub sites will consists of one or more web pages. To create a web page for your department site or sub site follow the instructions below.

1. Click Site Action→ New Page


Edit Page
Change the content and Web Parts on this page.
Hide Ribbon
Hide the page status and ribbon for this page.
New Page
Create a page in this site.

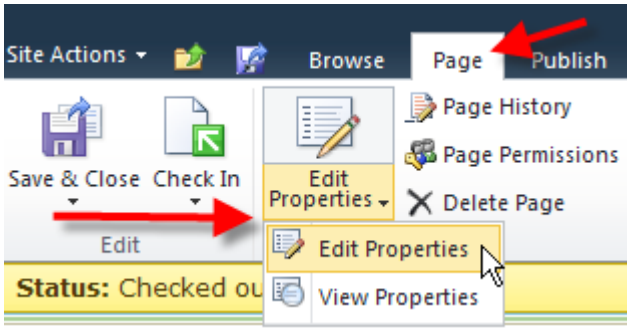
2. Enter the page name all lowercase!!! If you have spaces in your name that is ok. SharePoint converts space to dashes. You will be expected to use dashes in all your web pages, document and image file names. **NO MORE SPACES!!!**
3. Press create. Once the page is created will be redirected to that page.
4. Proceed to Modifying Web Page Properties


New Page
This page will be created in the Pages library.
New page name:
test-name-test (with dashes and lowercase)
Blank spaces in the page name will be converted to '-'.
Create
Cancel

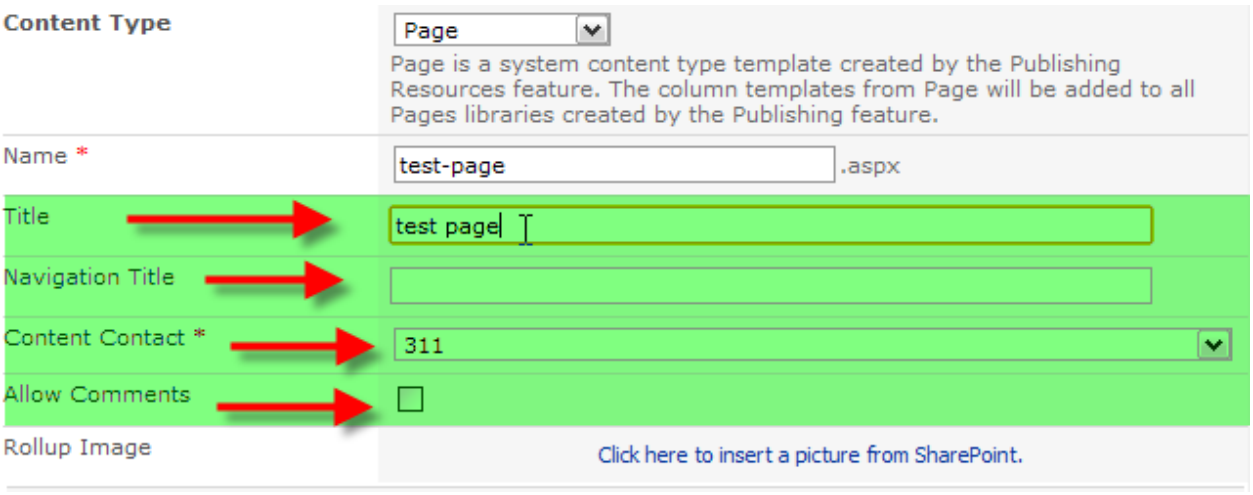
Modifying Web Page Properties

Modifying web page properties is a **must**! In order for your navigation and contact information to display properly, you will need to update a few properties on all web pages you create. It is recommended that you modify these properties right after you create the web page. To update web page properties, follow the instructions below.

1. In the ribbon, locate the page tab across the top. It will be between the Browse and Publish tab.
2. Click the Edit Properties button.



3. The properties for that page will appear. The image below shows a green area of what you should edit. ***IF IT IS NOT IN GREEN DON'T EDIT IT!***
4. You can edit the **Title of the page**. Use upper and lowercase.
5. You will need to add a **navigation title**. The navigation title acts as a shortened tile for the left navigation. Try to keep the navigation title to one link. It presents neater on the web site.
6. Choose a **content contact** for this page. If the contact you are looking for is not in the drop down you will need to add that contact to the contacts list. See instructions on how to add contacts.
7. If you want this web page to allow **commenting** simply check this box. Leave the box unchecked if you are not interested in comments.

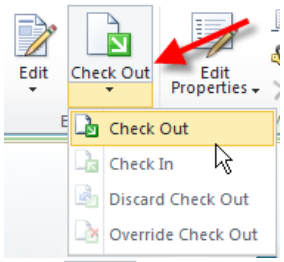

Content Type
Page
Page is a system content type template created by the Publishing Resources feature. The column templates from Page will be added to all Pages libraries created by the Publishing feature.
Name *
test-page
.aspx
Title
test page
Navigation Title
Content Contact *
311
Allow Comments
Rollup Image
Click here to insert a picture from SharePoint.

Checking In/Out/Editing Pages

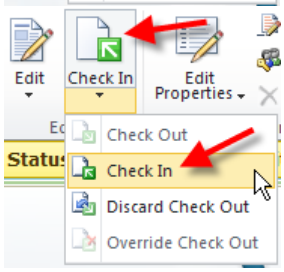
Checking web pages out allows you to take ownership until it is checked back in. Please be sure to check your pages back in when you are finished editing them. If not another user can always override your checkout and changes may be lost.

Some things to know about this process. Editing a page automatically checks the page out for you. Once checked in, the new content on the page is not yet viewable to the public. See publishing content in the instructions below. Discarding a check out will cancel all changes to that page.

1. To check a page out simply click on the Edit button in the page tab of the ribbon or the check button. Either button will check the page out.

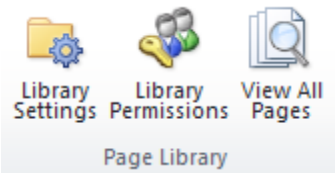


2. To check a page in click the check in button.



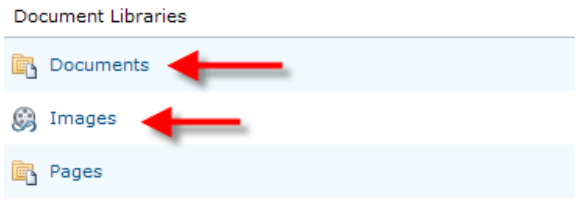
3. When a page is checked out you will notice a yellow status bar that tells you the status about the page you are editing.

4. To view all pages within a sub site simply click the View All Pages button in the Page tab of the ribbon.

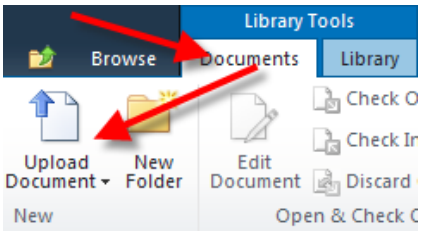


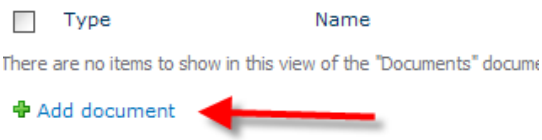
Uploading Documents

Every sub-site that is created underneath your department site is created with two libraries you can use to store your images and documents. There is a document library called Documents and a document library called Images.



To upload documents into the document library simply click on the Documents library link and choose the Upload Document option under the Documents tab in Library Tool or click the Add Document link.



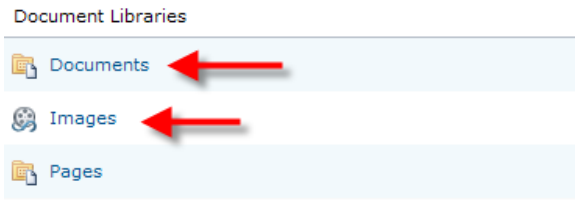


If you want to organize your documents into folders, you may do so by clicking on the New Folder button next to the Upload Documents button. **NO SPACES IN THE FOLDER NAMES PLEASE**

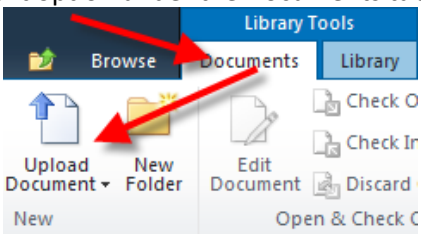
Document Naming Standards – If you are a department that is required to following the file naming standards, please refernce the proposed file naming standard to name your file names. The document can be found on the Pagemasters Team Site on vbnet. If you are exempt, document file names should be all lowercase with no spaces. Please use dashes instead of spaces.

Uploading Images

Every sub-site that is created underneath your department site is created with two libraries you can use to store your images and documents. There is a document library called Documents and a document library called Images.



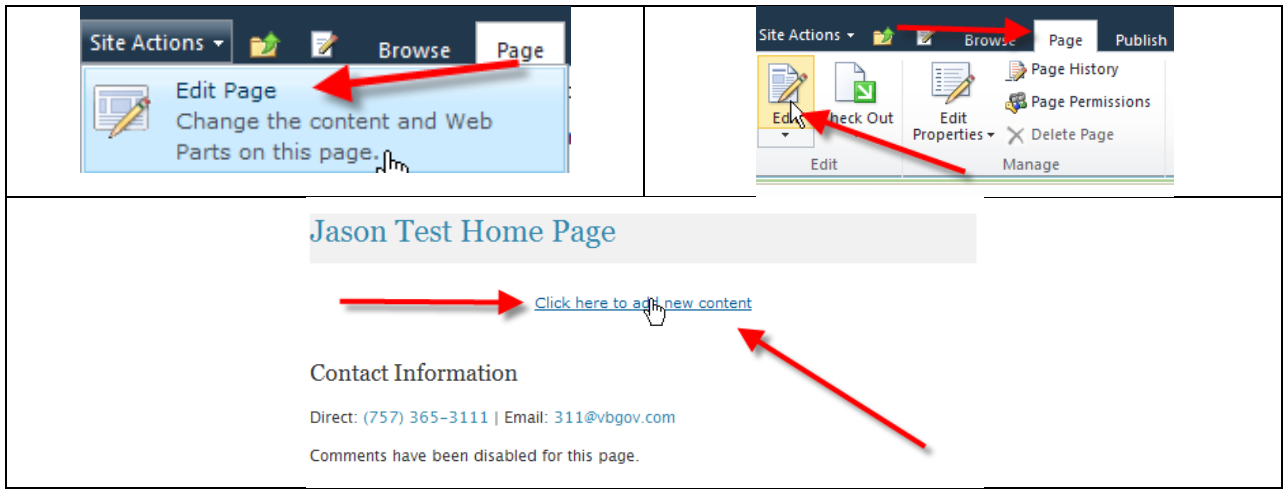
To upload images into the image library simply click on the Images library link and choose the Upload Document option under the Documents tab in Library Tool or click the Add New Item link.



Document Naming Standards – For images please use all lowercase with dashes in the filenames. I don't think images apply to images.

Adding Content

To add content to a web page, simply navigate to the page and either use the edit button from the page tab on the ribbon or use the Site Actions → Edit Page option. Use the Click Here to add new content link.

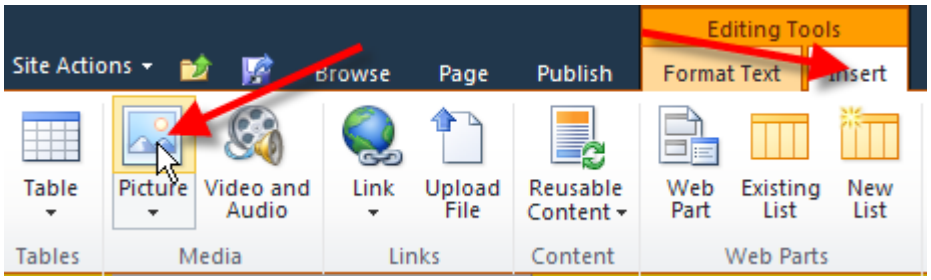


Adding Page Images

Web pages can and will consist of images. Before you can add images to your web page, you will need to upload them to SharePoint. Since there is a limited area for content on the new site images will have a size restriction. Page images should not exceed a **width** of 250 pixels. The example below shows you an image at 220px width x 110px height.

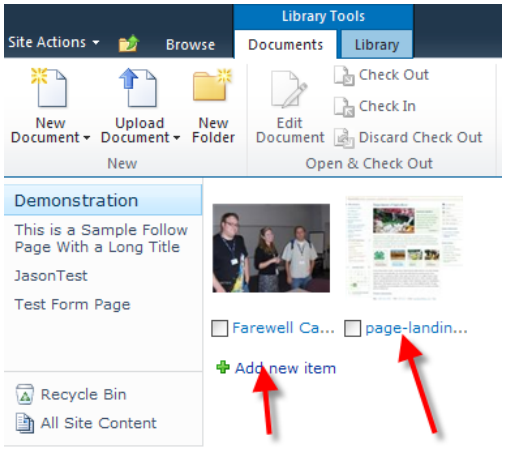
Princess Anne Com
82,000 square foo
space, located adja
School. To participa
need a valid Memb
Lorem ipsum dolor
felis eu tortor ullamcorper cursus. Sed lectus felis,
consectetur quis hendrerit et, euismod et metus. Nunc ullamcorper, lorem nec dapibus
rhoncus, risus lectus egestas massa, sit amet gravida sapien sem a arcu. Mauris sit amet
Page Images
220px width x 110px height
Width of images should not exceed the 250px.

To insert images into your web page you need to edit the page and place your cursor where you want to insert your image. Choose Insert → Picture. Browse out to your images library and select the image you want to insert. **Reminder: Let SharePoint do its thing and give it time to insert the image.**



Editing Image Properties

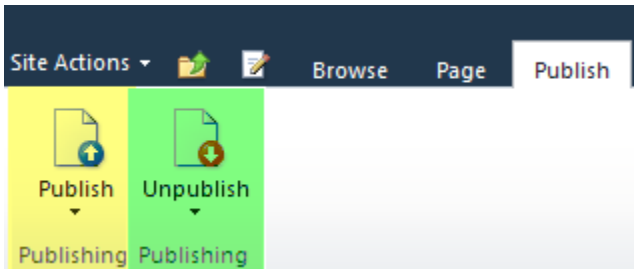
Once images have been uploaded into your Images Document Library, you will need to update the properties with useful information. To meet compliance standards, all images will need a title and keywords. To edit image properties follow the directions below.



1. Navigate back to the Images document library where you uploaded your images to. Make sure you are on the correct site where you uploaded the image to. Site Actions → View All Site Content →Images
2. Once you click on Images you will see thumbnails of the images you upload. There are two way to edit the properties.
    a. Click the checkbox underneath the image and use the ribbon to edit the properties.
    b. Hover your mouse over the image for a few seconds and then a window will appear with a bigger image. You will be presented with a link to edit the properties.
3. Click on the edit properties button or link and fill in the following information
    a. Title
    b. Keyword
4. **DO NOT CHANGE THE CONTENT TYPE OR THE FILE NAME!!! NO SPACES IN THE FILENAME!!!!**
5. Once finished updating the properties click the Save button.

Publishing

Publishing your web page so that it is viewable for the public is handled through ribbon as well. If page content has been updated you will be presented with the publish option. If a page has already been published the only option you will see is Unpublish. You will probably never use the Unpublish option. If you no longer need a web page just delete it.



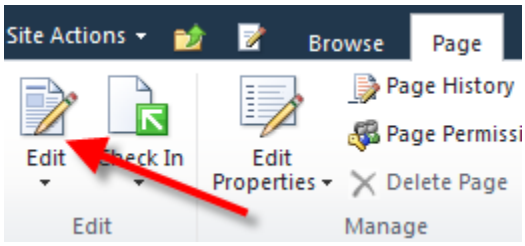
Web Parts

Understanding VBgov Web Parts

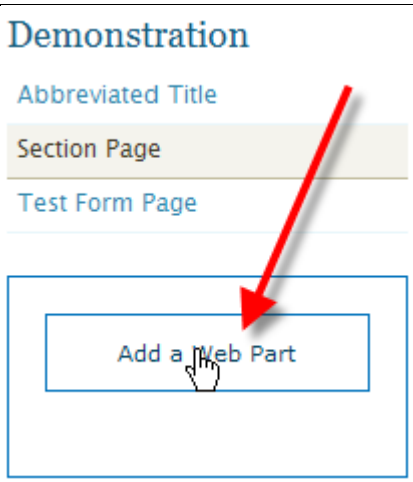
VBgov web parts are broken down into sections. You will notice on any department or neighborhood page there is a left, center and right section. The same concept applies to the web parts used for VBgov.com. We have web parts strictly for the left side, center, and right side.

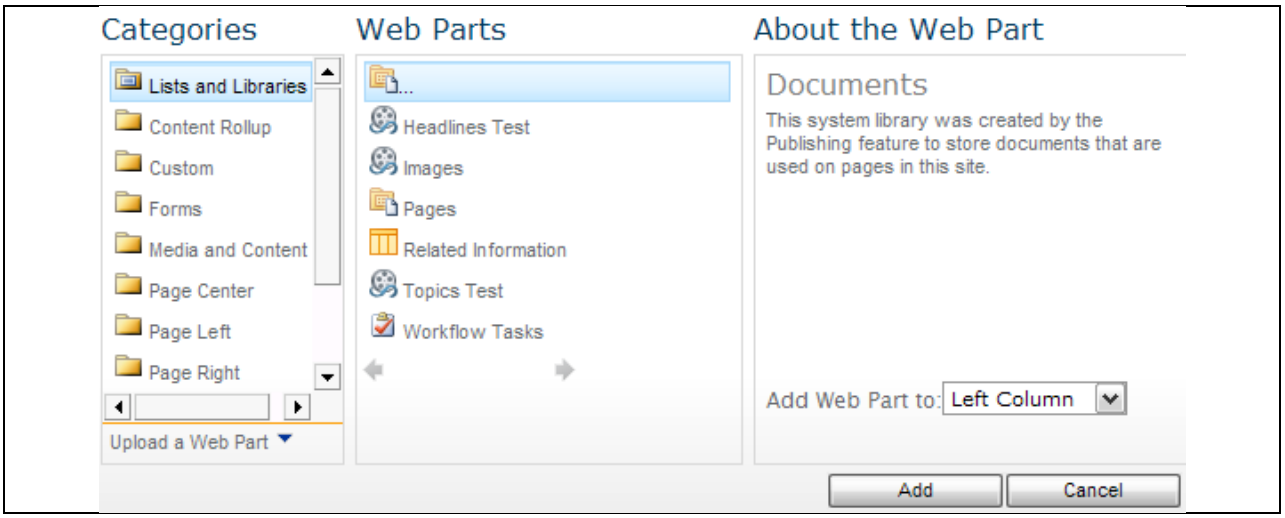
Adding Web Parts to Pages

To add a web part to a page you must be in edit mode. Under the Page tab of the ribbon simply click the edit button.



Once you are in edit mode, you will notice web part areas within the left and right columns. Click the Add a Web Part link. Once clicked you will be presented with a window that allows you to choose the web part you want to add. **NOTE: The web parts you can use will fall under the categories of Page Center, Page Left, Page Right, & Forms. DO NOT** use any other web part unless you contact the web team and ask what that web part does.



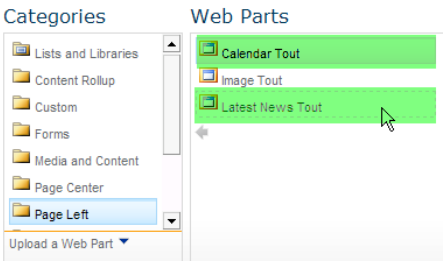


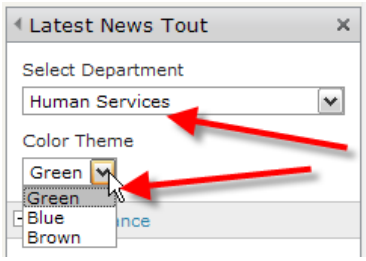
Page Left Web Parts

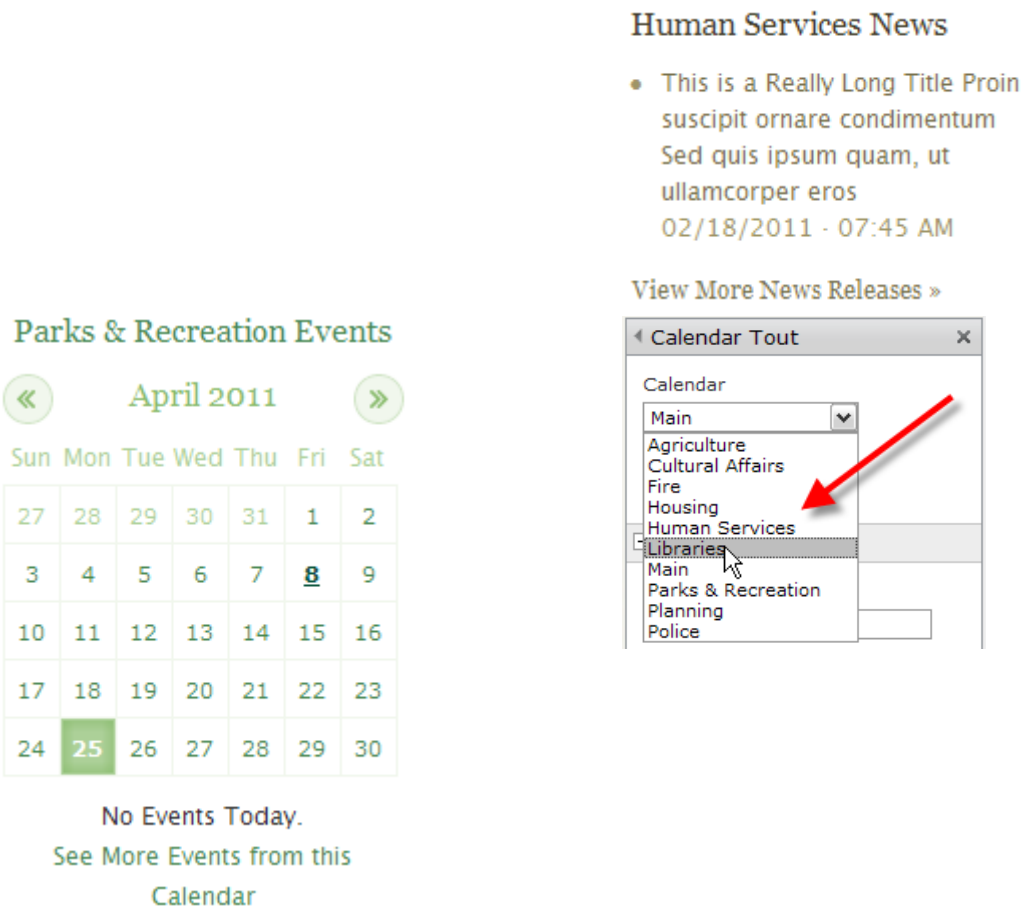
News and Events

The news and events web parts can be added to any page under your department site, but the list information for these web parts are managed at the enterprise level. Please reference the user manual for News and Events to learn how to post information. Both web parts are meant to be added to the left column of the web pages.

1. To insert these web parts, simply edit the page and click the Add a Web Part link in the left column.
2. Choose the Page Left Category and either the Calendar Tout or Latest News Touts and click add.
3. To display the proper news releases edit the web part and choose your department. You are also able to select a color theme for this web part.
4. Press OK
5. To display the proper calendar, select the calendar name you want to show. You are also able to select a color theme for this web part as well.







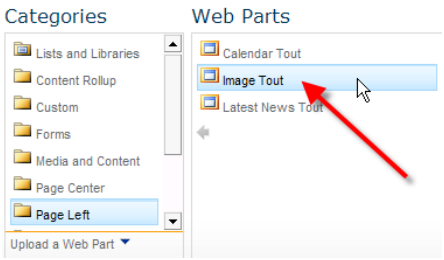
Touts

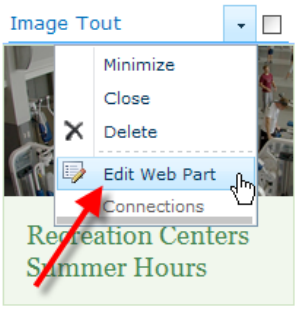
Touts will be managed at the enterprise level and will work like any other web part on your page. Before you can add the tout web part to your page, you need upload your tout images to the enterprise list. Follow the instructions below to upload tout images.

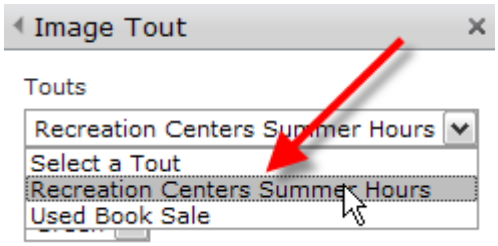
1. Navigate to the NO NO Site
2. Choose the Page Touts list
3. Click the Add New Item Link.
4. Browse to your image (**no spaces in filename – Dashes Only**) click ok. There are image size restrictions for touts. **The image size must be 200px X 125px.**
5. Enter the Title & Link URL. You may also enter an expiration date if you do not want this image to show after a certain day. Once you have entered the information, press save.

Once you have entered all your touts, you can proceed to add the tout web part to your page(s). In order for the tout to appear correctly, follow the instructions below.

1. Edit the page you want to add the tout to and click the Add a Web Part link in the left column.
2. Choose the Page Left Category then select the Image Tout.
3. Edit the web part properties.
4. Select the tout you want to display and the color theme to go along with it.
5. Press ok and publish the page.







Page Center Web Parts

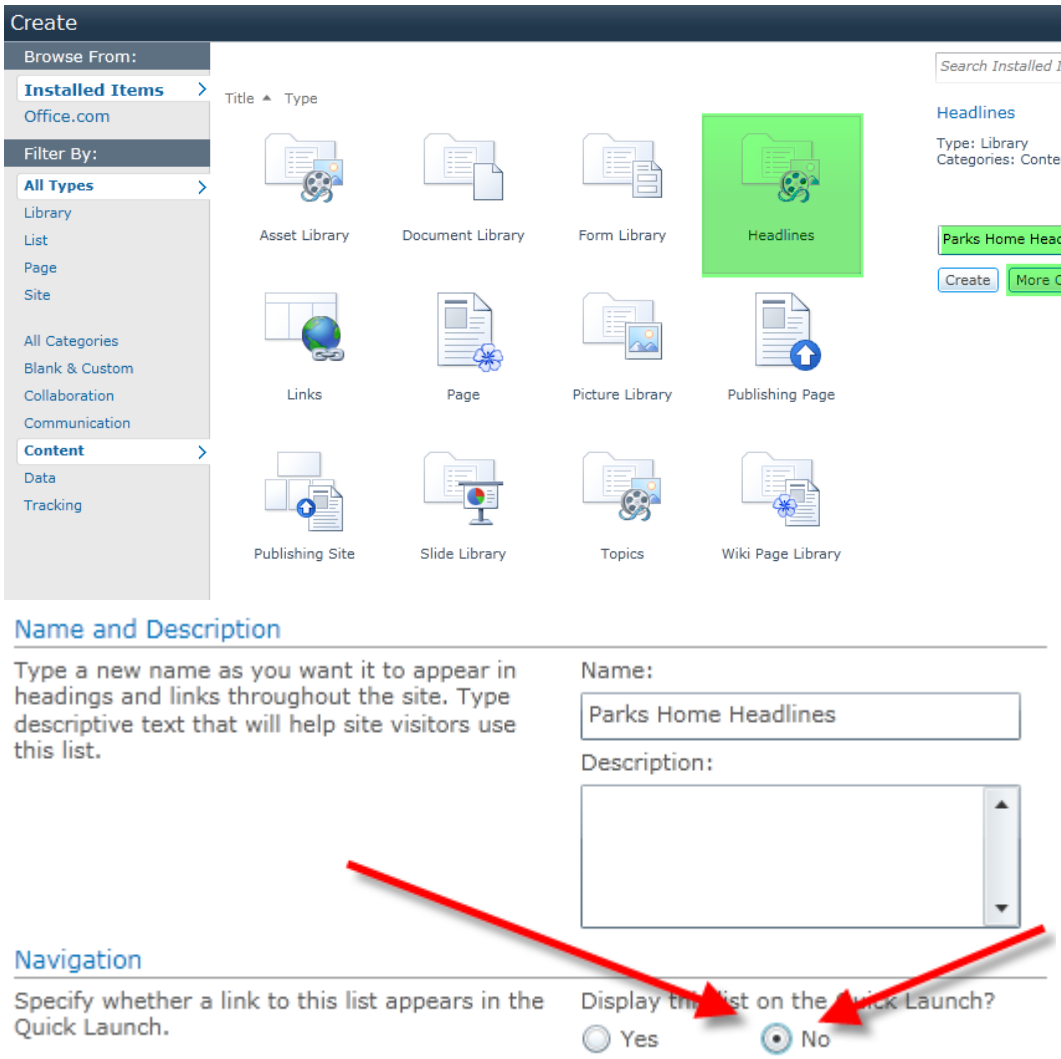
Department Headlines

Department Headlines can be used on any page underneath your department's site, but they are intended for main sub site pages (home pages). In order to use the headlines web part, you must first create the headlines list at the root level of your department site. To create the Headlines lists follow the directions below.

1. Navigate to your department home page.
2. Site Actions → More Options
3. Click on the Content Link on the left hand side.
4. Choose the Headlines Content Type.
5. Enter the name of the Headlines list and click "More Options" button. Make sure you click **NO** where is asks to add to the quick launch navigation.
6. Click the create button. This will create a Site Asset list used to store your images for this particular set of headlines.
7. At this point you are now able to upload images (no spaces) and fill in the proper information. You will need to fill in the following information in order for this headlines list to work properly.
    a. Title
    b. Active – If you want the headline to show check the checkbox.

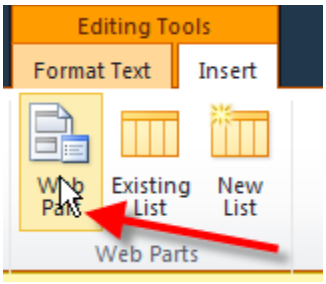
c. Description
d. Order
e. Link – You will need to know the link before you insert your item.

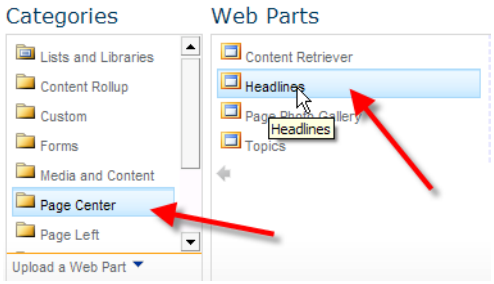
8. Images for Headlines do have a specific size dimensions. **All images must be 325px width X 200px height.**
9. You are not limited to one headlines list. There is a max of 10 active headlines per headlines list.

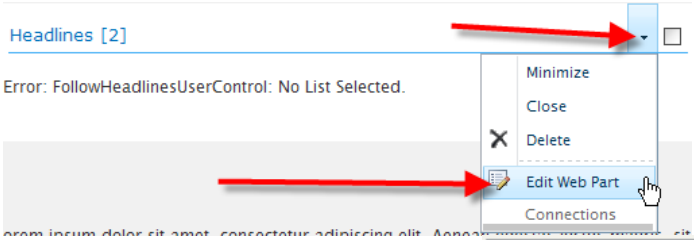


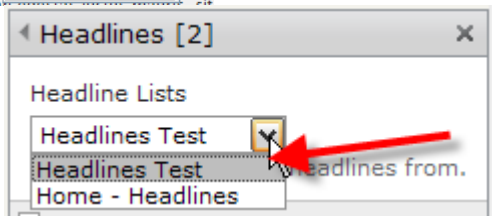
To add the Headlines Web part, follow these instructions.

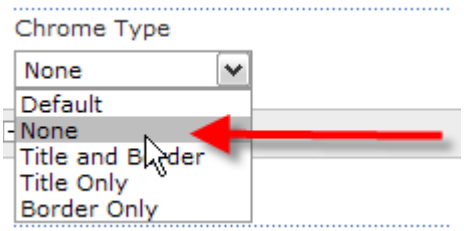
1. Navigate to the web page where you want to add Headlines to and click the edit page button.
2. Click in the content area of the web page and click the insert tab in the ribbon.
3. Choose Web Part
4. Click on the Page Center category and select Headlines and click add.
5. You will receive an notification that No List has been selected. To select the list mouseover the web part and locate the drop down arrow and click it.
6. A Headlines window will appear at the bottom of the page. There are a couple properties you need to set in order for the headlines to appear.
    a. Choose the Headlines list. You will notice there are more Headlines lists than yours. Don't worry.
7. Click the OK button.
8. Publish your web page and your headlines should appear and work properly.











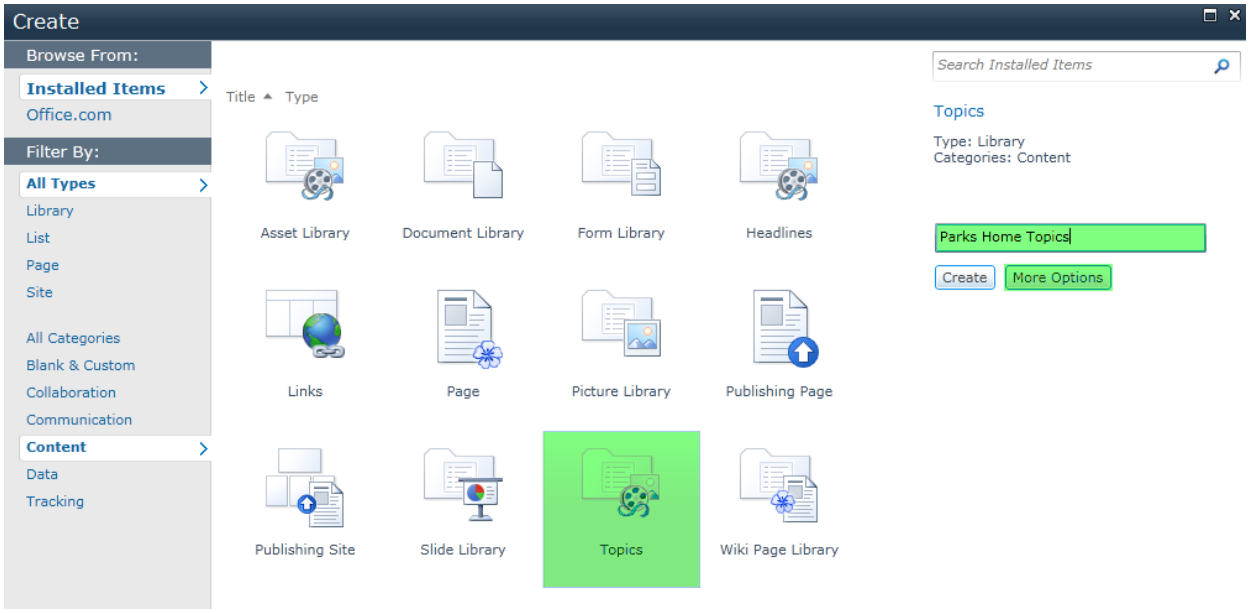
Page Headlines
325px width x 200px height
At Least

This is the Title for the Umbrellas
This is the paragraph for the the umbrellas. Mauris viverra dapibus suscipit. Etiam venenatis sodales est et aliquam. Donec p...
Read More »

Topics

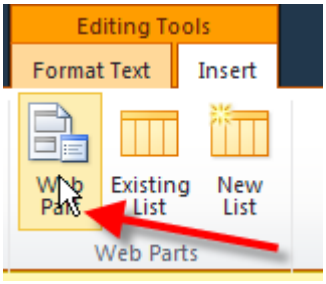
Department Topics works the same way as Headlines. They can be used on any page underneath your department's site, but they are intended for main sub site pages (home pages). In order to use the topics web part, you must first create the topics list under the site where you want to use it. To create the Topics lists follow the directions below.

1. Navigate to your department home page.
2. Site Actions → More Options
3. Click on the Content Link on the left hand side.
4. Choose the Topics Content Type.
5. Enter the name of the Topics list and click "More Options" button. Make sure you click **NO** where is asks to add to the quick launch navigation
6. Press the create button.
7. At this point you are now able to upload images (no spaces) and fill in the proper information. You will need to fill in the following information in order for this headlines list to work properly.
    a. Title
    b. Order
    c. Active – If you want the headline to show check the checkbox.
    d. Link
8. Images for Topics do have a specific size dimensions. **All images must be 120px width X 80px height.**
9. You are not limited to one topics list but you are limited to **12** images per topics list.



Name and Description
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.
Name:
Parks Home Topics
Description:
Navigation
Specify whether a link to this list appears in the Quick Launch.
Display this list on the Quick Launch?
Yes
No

To add the Topic Web part, follow these instructions.

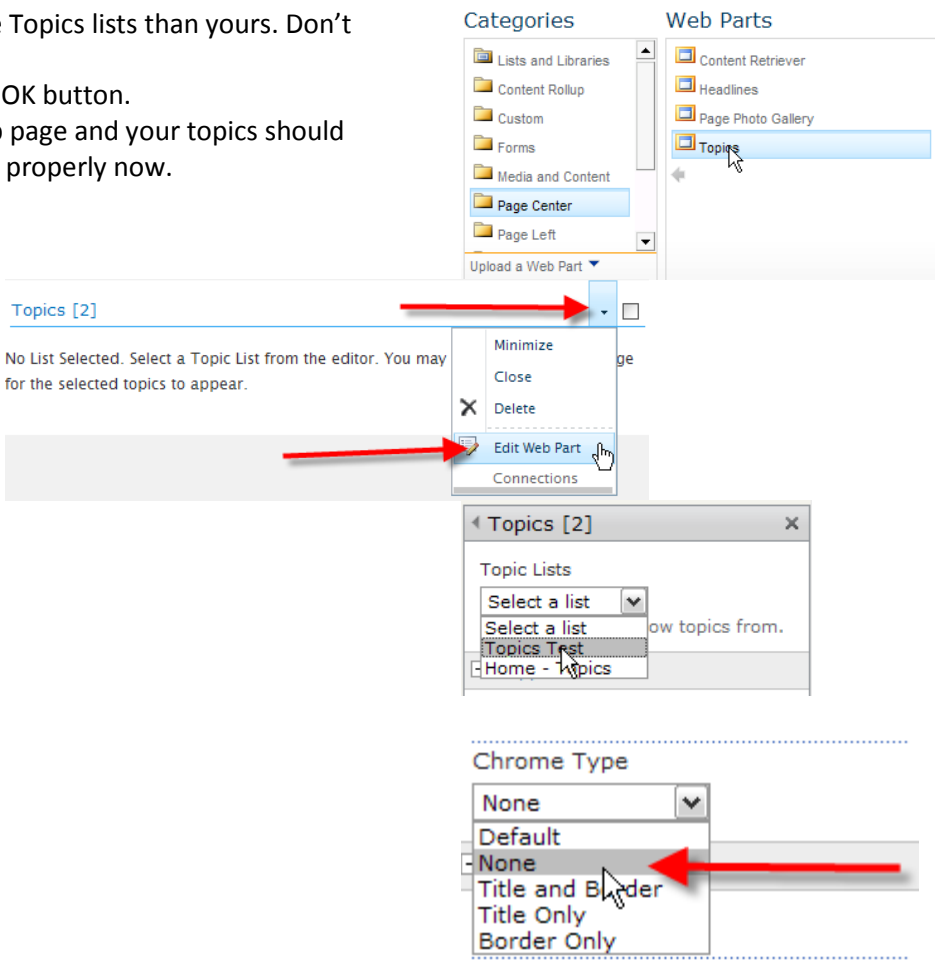


1. Navigate to the web page where you want to add Topics to and click the edit page button.
2. Click in the content area of the web page and click the insert tab in the ribbon.
3. Choose Web Part
4. Click on the Page Center category and select Topics and click add.
5. You will receive an notification that No List has been selected. To select the list mouseover the web part and locate the drop down arrow and click it.
6. A Topics window will appear at the bottom of the page. There are a couple properties you need to set in order for the headlines to appear.
    a. Choose the Topics list. You will notice there

are more Topics lists than yours. Don't worry.

b. Click the OK button.

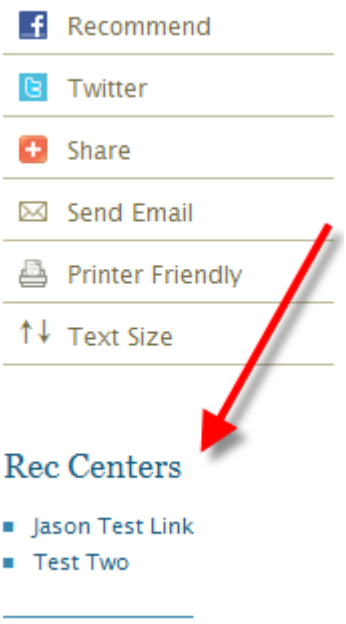
7. Publich your web page and your topics should appear and work properly now.



Page Right Web Parts

Related Links

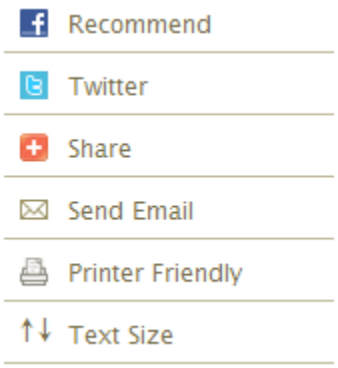
The Related Information list gets created automatically when you add this web part to your page. The Related links list is a per site list. Regardless if you have one page or 20 pages under a site, all related information will be managed from that list for that site. The related information web part will allow you to group similar information together. To use the related information web part follow these steps.



1. Browse to the page you want to add the related information web part to and select to edit that page.
2. Click the Add a Web part link on the right hand side. Choose the Page Right Category and select the Related Information web part. Click add.
3. You should receive an initial message that says No Related Links created for this page. Add Links Here. Save and Publish the page.
4. Site Actions → View All Site Content → Click the Related Information link. This will take you to the related information list for the site you are on. You will manage your related links here.
5. Click the Add New Item link to add items. You must enter the following information.
    a. Title
    b. URL
    c. Group (Not Required) – If you use this feature, you must spell the groups correctly and the same.
    d. Order (Not Required)
    e. Page – Choose all the pages you want this related link to show on. If you choose multiple pages, you will need to add the related information web part to those pages as well.

Page Operations

The page operations area on each web page is for sharing content. This area does not link to your facebook or twitter accounts. This area allows the public to share your page content to these social networking sites. They will also be able to email the URL as well as print a text only version of the content.



Odds and Ends

Publish, Publish, Publish

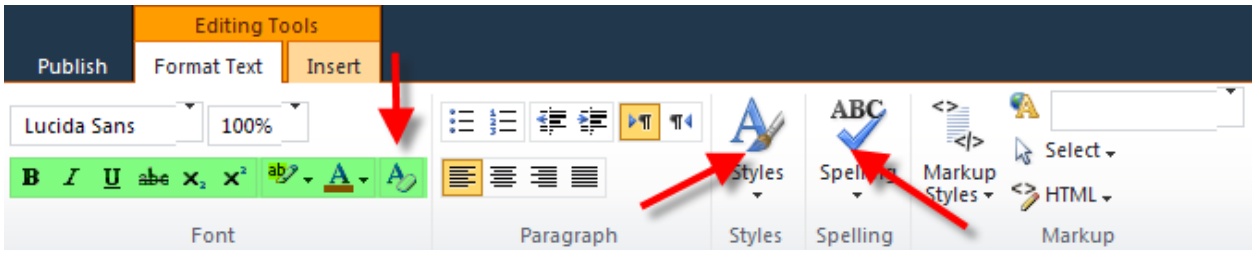
Always publish your web pages so that our users can see the latest content. If you are not ready to publish changes, make sure you at least check the web pages in.

Navigation

- Your department's navigation is made up of your department root site as well as sub-sites and web pages. **NOTE: If you add sub-sites or change the title of pages or sub-sites, you will need to fiddle with the navigation in order for the navigation to update.**
- There might be times when you create web pages that you do not wish to show on the left navigation. In order to hide web pages from the left navigation follow these simple steps:
    - Navigate to Site where the web page was created.
    - Site Actions → Site Settings → Look and Feel
    - Click Navigation
    - Select item you wish to hide and press the hide button
    - Press Save/Ok

Content Editor

Microsoft's content editor does some funky stuff when editing content. In order to get the best look and feel of your content, use certain editing tools. Remember if you are pasting from the web or work to clear the formatting after you paste in the content.



Inserting Links, Images, Documents, etc.

When inserting links, images, documents, etc. into your web page make sure you give SharePoint time to play catch up. It is a very jumpy tool and it had you thinking sometimes that you have not selected items when it is still trying to process the request.

Chrome Type

We have made the chrome type a setting on the web part zones so you do not need to worry about setting the chrome type to none anymore. You can leave that option alone when editing web parts.